Original See 77-215-A for original synatures



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to

Attention: Scheduling		Records Management Division			
FOR AGENCY USE	1. Agency Add	irass '		FOR RECORDS	MANAGEMENT USE
Application Date		nt of Human Resources		Application Number	
3-30-78		of Physical Health	ŀ	77-1	62-A
Application Number		y Tuberculosis Control		Date Received	Date Completed
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	Rome, Ga	. 30161		⁷⁰¹¹ 3 1 1978	APR. 1 1 1978
2. Person to Contact		Working	Title		Telephone Number
Bonnie Green		Administrativ	ve Aide	GIST 2	31-6169
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1968 to date				•	
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77-215-A

Tuberculosis Control X-Ray Screening Files

Documents relating to determining if persons screened in an X-ray Clinic are infected or diseased with tuber-culosis.

Included are X-ray films from County X-ray Clinics and private physicians.

Files are arranged within two sections, positive and negative, thereunder by patient identifier.

77-214-A

Tuberculosis Suspect Files
Documents relating to identifying
and locating persons suspected of
being infected with tuberculosis.

Included are Basic TB Service Record (PD 5.3; Interstate Reciprocal Notification of Disease (NCDC- HEW, HSM 4.337); TB Culture Identification; Weekly Laboratory Infectious Agent Report (3082); reference type material including correspondence, physician's memoranda and notes and similar and related information.

Files are arranged within two sections, thereunder alphabetically by name.

<u>Negative</u> - Cut off file at the end of the calendar year; hold in current files area 3 years; then destroy.

<u>Positive</u> - Upon declaration the patient is inactive, place X-ray in the inactive file, hold 7 years in current files area then transfer to State Records Center, hold 8 years then destroy.

X-rays to be recycled according to current State guidelines.

Basic TB Service Record

Negative - Upon receipt of negative test results, place document in negative results area, cut off file at the end of each calendar year; hold in current files area 3 years; then destroy.

<u>Positive</u> - Upon receipt of positive test results, place document in positive results area, cut off file at the end of the calendar year, hold in current files area 7 years; then destroy.

Interstate Reciprocal Notification of Disease
Cut off file at the end of the calendar year,
hold in current files area 3 years; then destroy

TB Culture Identification
Positive - Place in TB Case File

Negative - Upon receipt of negative test results place document in negative results area, cut-off file at the end of each calendar year; hold in current files area 3 years; then destroy.

Weekly Laboratory Infectious Agent Report - Destroy when no longer needed for reference.

Tuberculosis Interviewer's Sheet Destroy when computer report is verified.

Preventive Treatment Roster

Cut-off file at the end of the fiscal year;
hold in current files area 5 years; then
destroy.

V77-162-A

Tuberculosis Contact Files

Documents relating to identifying
contacts to diagnosed cases of infectious tuberculosis.

Included are TB Interviewer's Sheet (DD 5.10); Preventive Treatment Roster and similar and related information.

77-154-A

Tuberculosis Control Program Management Evaluation Files

Documents relating to evaluating program effectiveness with a view to making program improvements. Included are: forms prescribed by United States Department of Health, Education, and Welfare, Public Health Service, Center for Disease Control, Bureau of State Services, Tuberculosis Control Division: CDC 5.62 (Summary Report - Indices of Drug Therapy); CDC 5.61 (Summary Report - Index of Bacteriologic Conversion of Sputum); CDC 5.63 (Summary Report - Completion of Prevention Treatment); CDC 5.4018-5 (Tuberculosis Program Management Report - Contact and Other Infected Persons Under Supervision); CDC 5.4018.1 (Tuberculosis Program Managment Report - Case Register); and CDC 5.1393 (Annual Tuberculosis Statistical Summary). The file is arranged by fiscal year.

Cut-off file at the end of the fiscal year; hold in current files area 5 years; then retire to State Archives for permanent retention.



AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling:	Section.					
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE				
Application Date	Department of Human Resources	Application Number				
5/24/77	Division of Physical Health	77-162				
Application Number	Community Tuberculosis Control Unit	Date Received Date Completed				
DHR-145	Bldg. 512, Northwest Ga. Regional Hosp. Rome, Ga. 30161	MAY 2 7 1977 JUN 2 2 1977				
2. Person to Contact	Working Title	Telephone Number				
Bonnie Green	Administrative Aide	GIST 231-6169				
3. Action Requested						
	Schedule; record will continue to accumulate.	·				
b. Dispose of present ac	cumulation; no further accumulation anticipated.					
c. Amend Application						
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	fferent)				
1972 To date	Tuberculosis Contact Files					
6. Division and Office Function	What is the function of the Division and the Office in hysical Health provides direction, coordina					
faceted nublic health	program responsive to changing disease pat	terms. To accomplish this pur-				
pose there are three m	ajor activities of the Division involved in	n providing health services to				
	a: The Local Health Activity, the Family H					
ty Health Activity.		secon necestacy and tone comment				
	erculosis Control Unit is one facet of the	Community Health Activity whose				
function is the reduct	ion of the incidence of tuberculosis infec	tion through the treatment of				
persons who are able t	to infect others, and through the preventive	e treatment of non-infectious				
individuals who become	e infected. To accomplish these objectives,	infected persons must be				
identified and treated	l; the persons who come in contact with inf	ected people must be identified				
	en preventive treatment if indicated; and p					
having tuberculosis mu	st be identified, evaluated and monitored	to see if there is, in fact,				
infection or disease p		and alata de anala				
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.					
Documents relating to:	Identifying contacts to diagnosed cases of	f infectious tuberculosis.				
·						
included are:						
	Description of House Programmes Theorem 1 and a	Tatamidanah Chast (Bar 1 75)				
	Department of Human Resources Tuberculosis					
	partment of HEW, Public Health Service Cent					
	State Service Tuberculosis Control Divisio	= .				
	nagement Report Contact and Other Infected	rersons under Supervision				
PD 5.3 - Ba	ev. 9-75) sic TB Service Record (Rev. 1-75)	·				
	M 4.337 (CDC) - Interstate Reciprocal Notif	fication of Disease (Rev. 10-71)				
	rds: Form letters and other correspondence					
nrintouta		· · i				
printouts arranged: Alphabetically, by name, within counties arranged alphabetically,						
8. Monthly Reference Rate	How often are records referred to which are:					
One to six months old $\frac{6}{mc}$: Seven to twelve months old 6/mo. ; Thirteen t	to twenty-four months old $\frac{1/\text{mo}}{}$;				
twenty-five months and olde						
9, Annual Rate of Accumulation	on of Records					
Letter-size drawers <u>one</u>	; Legal-size drawers; Shelves;	Other (specify)				

	Post Service				,•	-
YES NO	10. Questionnaire	(Place an ">	(" in the proper o	olumn)	7	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
х	a. Is this the offi If not, where					•
x	b. Does the serie				handling? If yes, cite law o	r regulation.
X	c. Is this a vital r	ecord?	1			
Х	 		or long term rese			
x		wo documents i scheduled sepai			he entire file for a long perio	=
Х				oublished? If yes, a	attach copy.	
Х	g. Is the informa if yes, attach o	tion contained i	n this series ever	analyzed and/or rec	orded in a summarized repor	t?
х	h. Is there a dupl		eries in your offic	æ, or in another off	ice or agency?	
X	i. Is this series (c					
	i. Does the recor					
II. Netell	icion vadanaments	***	a rollowing radult	res the series to be k	ept:	
	ate Law		years.	d. Audit j		years.
	atute of limitation		years.			years.
C. Fe	deral law		years.	t. Federa	I retention instructions	years.
, i						
12. Appro	oved Disposition Inst	ructions Th	is agency recomm	ends that the file se	ries be cut off at the end of	each:
	•	. 0	Calendar Year; 🖰	Fiscal Year; 🗆 C)ther	then,
□ Tr XX De Ø: Tr	ansfer to local holdir ansfer to State Recor estroy, ansfer to State Archi ther <i>(Specify)</i>	ds Center; hold	yea			
						•
		•	•	**		
		•				
			•			
			•			
These	instructions apply to	all prior and fo	uture accumulatio	ns of the sarjes.	1 M. Donald N	LP -RM2
Agency He	ead/Designee (Signa	ture)	Date	Records Managem	ent Officer (Signature)	Date
W.T.	Malloy		3/14/77	Bari	I la	3/14/27
	f			-	- Jan	
Becommer	ndations in para-			State Reco	ords Committee (Signature)	Date
	re approved.	State Audi	tor/Designee	 	1. 1	ahdan
(If disappr	oved, attach letter	α	K	1	10 1/1	77.
of explana	uon.)	Secretary	State/Designee	Carro	West New	6-17-11
		Attorney Ge	neral/Designee	///////	1 fileel	6-4.77
A-50-71;	Rev. 76	1		leverse Side)	V V = = =	